

Accounts Payable (AP): Agency Month-end processing

1.	<p>Review Vouchers that are in Voucher Build Error Status Navigation: Accounts Payable→ Vouchers→ Maintain → Voucher Build Error Detail</p> <ol style="list-style-type: none">1. Voucher Build Errors<ol style="list-style-type: none">a. Search Criteria:<ul style="list-style-type: none">▪ Business Unit: [Your agency BU]▪ Click the Search button▪ Choose a Voucher➔ Click “Correct Errors” Link<ul style="list-style-type: none">➢ Auto navigation to appropriate voucher page➢ Correct Errors➢ Change Status=BUILD {transaction will pick up in hourly run}b. Common Errors include:<ul style="list-style-type: none">▪ Invalid Chartfield value or combination▪ Invoice line sum not equal to voucher total▪ Duplicates▪ Vendor address/location errors <p>Use the following Job Aid to assist you in this process:</p> <p>http://da.ks.gov/smart/Training/JobAid_Voucher_BuildError_Detail_20100630.doc</p>
2.	<p>Review Vouchers with Match Exceptions Navigate: Accounts Payables→ Review Accounts Payable Information→ Vouchers→ Match Workbench</p> <ol style="list-style-type: none">1. Search Criteria:<ul style="list-style-type: none">▪ Business Unit: [your agency Business Unit]▪ Match Status: Exceptions▪ Click the Search <p>Note: If there is more than 1 voucher in results, click Exceptions Log icon on desired voucher</p> <ol style="list-style-type: none">2. Common Match Exceptions:<ul style="list-style-type: none">▪ Incorrect Vendor Invoice▪ Purchase Order / Requisitions adjustments▪ Incorrect Voucher information <p>Use the following Job Aids to assist you in this process:</p> <p>http://da.ks.gov/smart/Training/JobAid_CorrectingMatchExceptions_20100720.doc http://da.ks.gov/smart/Training/JobAid_MatchRules_20100720.ppt</p>
3.	<p>Review Vouchers with Budget Errors Navigate: Commitment Control→ Review Budget Check Exceptions→ Accounts Payable→ Vouchers</p> <ol style="list-style-type: none">1. Search Criteria:<ul style="list-style-type: none">▪ Business Unit: [your agency Business Unit]▪ Process Status: Error Exists▪ Click the Search

	<p>2. Common Voucher Exceptions:</p> <ul style="list-style-type: none"> ▪ No Budget Exists ▪ Budget is exceeded (could be a cash budget, appropriations budget, project budget, etc.) <p>Use the following UPK to assist you in this process:</p> <p>Correcting Budget Checking Errors</p>
4.	<p><u>Review Travel Authorizations and Expense Reports with Budget Errors</u> Navigate: Commitment Control→ Review Budget Check Exceptions→ Travel and Expense→ Travel Authorization Navigate: Commitment Control→ Review Budget Check Exceptions→ Travel and Expense→ Expense Sheet</p> <p>1. Search Criteria:</p> <ul style="list-style-type: none"> ▪ Business Unit: [your agency Business Unit] ▪ Process Status: Error Exists ▪ Click the Search <p>2. Common Exceptions:</p> <ul style="list-style-type: none"> ▪ No Budget Exists ▪ Budget is exceeded (could be a cash budget, appropriations budget, project budget, etc.)
5.	<p><u>Review Unprocessed Accounts Payable and Expense Transactions</u> Navigate: Reporting Tools→Query→Query Viewer→UNPROCESSED_EXPENSE_REPORTS</p> <ol style="list-style-type: none"> 1. Users will enter a date range based upon when the Expense Report was created. 2. The query returns all unprocessed Expense Reports sorted by status and report id. 3. Expense Reports with a status of DEN can either be deleted or left in the system depending on your agencies business process. <p>Navigate: Reporting Tools→Query→Query Viewer→UNPROCESSED_TRAVEL_AUTHS</p> <ol style="list-style-type: none"> 1. Users will enter a date range based upon the accounting date of the Travel Authorization. 2. This will typically be the date the Travel Authorization was created. 3. The query returns all Travel Authorizations that have not fully processed in the system sorted by Travel Date From and Travel Auth ID number. <p>Note** Travel Authorizations with a status of APR and a valid budget status are encumbering funds.</p> <p>Navigate: Reporting Tools→Query→Query Viewer→UNPROCESSED_VOUCHERS</p> <ol style="list-style-type: none"> 1. Users will enter a date range based upon the accounting date of the vouchers. This will typically be the date the Voucher was created. 2. The query returns all Vouchers that have not fully processed in the system sorted by Voucher ID.